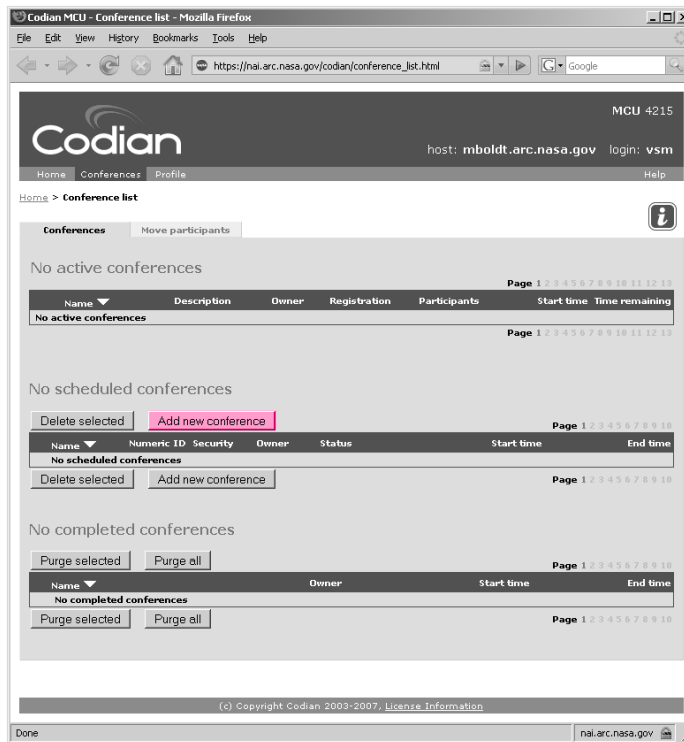


# Instructions for starting/scheduling a videoconference

1. Navigate to [https://nai.arc.nasa.gov/codian/conference\\_list.html](https://nai.arc.nasa.gov/codian/conference_list.html)
2. Enter your username and password (Contact Marco Boldt 650-604-3769 for a login)
3. Click on the “Add new conference” button



4. Enter the name for the videoconference and the start time. All other fields can be left at their default setting.

Codian MCU - Add conference - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://nai.arc.nasa.gov/codian/conference\_add.html

Google

Add conference

Add conference Pre-configured participants

Parameters

Name Weekly Staff Meeting

Description (optional)

Numeric ID (optional)

PIN (optional)

Guest numeric ID (optional)

Guest PIN (optional)

Numeric ID registration ☐ H.323 gatekeeper ☐ SIP registrar

When only guests remain Disconnect all participants

Owner vsm

Visibility Public

Layout control via FECC / DTMF Enabled

Invite pre-configured participants At the start of the conference

Streaming Unicast

H.239 content channel video Enabled

H.239 contribution from endpoints Enabled

Maximum video participants (optional)

Maximum audio-only participants (optional)

Start time and duration

Start time 13 : 00 (time now 09:53)

Start date 29 August 2007 (Today is August 29) Set to current time

Permanent ☐

Maximum duration 0 days 2 hours 0 minutes

Done nai.arc.nasa.gov

5. (Optional) Click on “Pre-configured participants” to select the video endpoints you want the Codian MCU to automatically dial at the beginning of the conference.

Codian MCU - Add conference - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://nai.arc.nasa.gov/codian/conference\_add.html

Google

Add conference

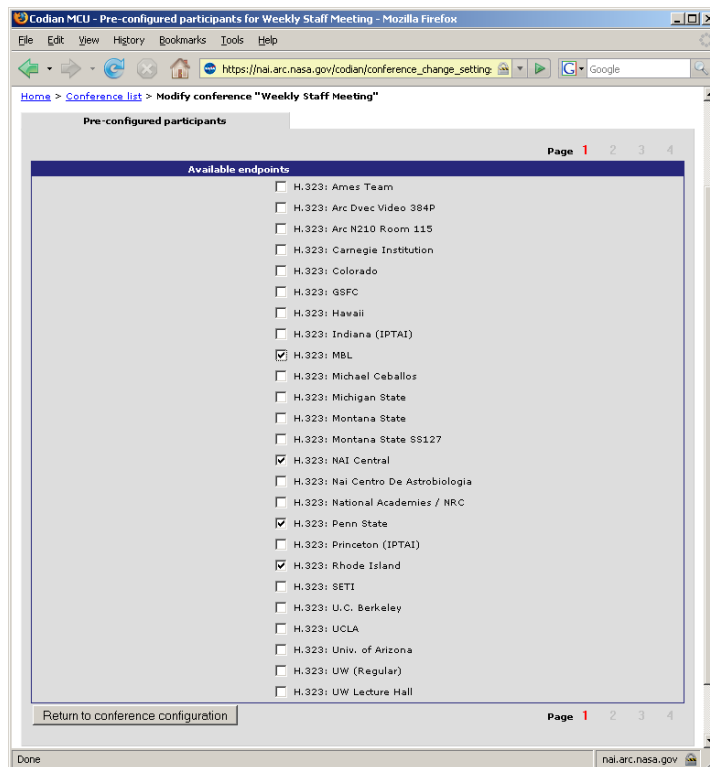
Add conference Pre-configured participants

Parameters

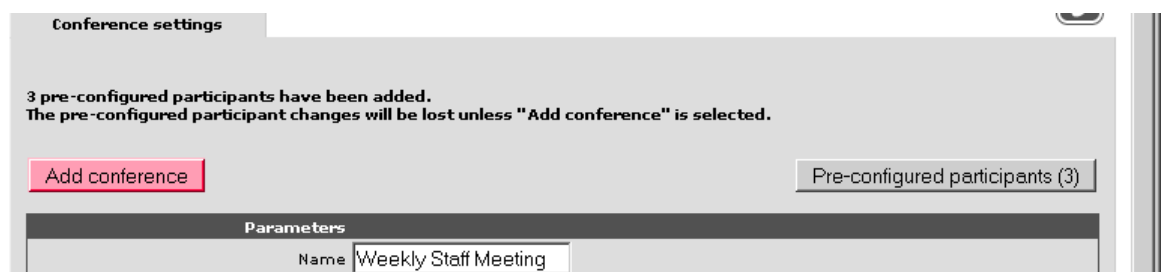
Name Weekly Staff Meeting

Description (optional)

6. (Optional) Select the endpoints you wish to include in the conference then click  
“Return to conference configuration.”



7. Click on “Add conference” to complete the scheduling process.



## ***Adding participants to a videoconference in progress***

1. Navigate to [https://nai.arc.nasa.gov/codian/conference\\_list.html](https://nai.arc.nasa.gov/codian/conference_list.html)
2. Enter your username and password
3. Click on the name of the active conference you wish to add participants to

Codian MCU - Conference list - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://nai.arc.nasa.gov/codian/conference\_list.html#added

Google

Codian MCU 4215

host: mboldt.arc.nasa.gov login: vsm

Home Conferences Profile Help

Home > Conference list

Conferences Move participants

Conference "Weekly Staff Meeting" added

1 active conference

| Name                                       | Description | Owner | Registration | Participants | Start time | Time remaining         |
|--|-------------|-------|--------------|--------------|------------|------------------------|
| <a href="#">watch Weekly Staff Meeting</a> | <scheduled> | vsm   | n/a          | 2            | 10:10      | 56 minutes, 28 seconds |

Page 1 2 3 4 5 6 7 8 9 10 11 12 13

1 scheduled conference

Delete selected Add new conference

| Name  | numeric ID | security | Owner       | Status | Start time | End time |
|---|------------|----------|-------------|--------|------------|----------|
| <input type="checkbox"/> <a href="#">Weekly Staff Meeting</a> | <none>     | vsm      | In progress | 10:10  | 11:10      |          |

Delete selected Add new conference

Page 1 2 3 4 5 6 7 8 9 10

No completed conferences

Purge selected Purge all

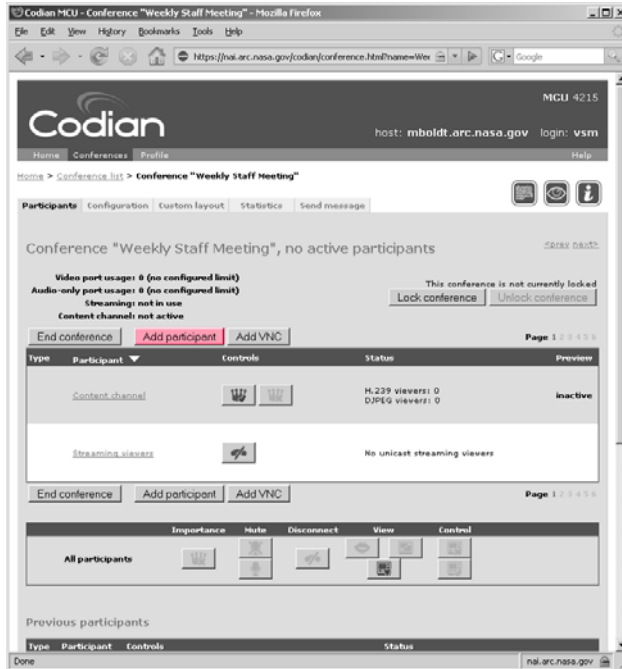
| Name                     | Owner | Start time | End time |
|--------------------------|-------|------------|----------|
| No completed conferences |       |            |          |

Purge selected Purge all

Page 1 2 3 4 5 6 7 8 9 10

Done nai.arc.nasa.gov

- Click on “Add participant” to add video endpoints to the conference



- Enter the IP address of the video endpoint you wish to add and click “Call endpoint.” You can also select from the pre-configured endpoints. The video endpoint will be added to the conference.

